

# Name

Contact Information

## **Work Experience:**

List every paid job, internship, or research position with the dates you held that position.

- For each position, include your title and the organization you worked for.
- For each position, include information about your main responsibilities.
- For each position, include information about your main projects and accomplishments.

## **Education:**

List every school you attended, the degree you received, your major, and the dates you attended that institution.

- Describe all research projects or research teams you participated in, along with any publications produced by the research.
- Summarize the relevant coursework you took for each degree.
- List honors or awards you received while you were in school (Dean's List, prizes, etc.), and describe the project or accomplishment for which you received them.
- Avoid using acronyms.
- Describe any academic research you performed in another country, such as using a J-1 visa in the United States.

## **Publications and Patents:**

List each publication you have authored, co-authored, or contributed to in any other way.

- Include the title of your article or book, name of journal and/or publisher, and a date of publication.
- Include a one- or two-sentence summary of each written work.

List each patent you hold, if applicable.

- Include a one- or two-sentence summary of each patent and its practical application.

## **Professional Certifications:**

List all of the professional certifications you have obtained.

- Include the name of the institution you got the certification from.
- Include the date you got the certification and what specifically it qualifies you to do.

## **Awards, Interests, Skills, and Community Involvement:**

List all non-academic awards and prizes you have received.

List your interests if relevant to your course of study or objective of travel

List each specific professional skill or capability you have, for example, language abilities or computer skills.

List organizations to which you belong.